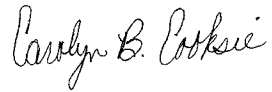


For: State and County Offices

**Updating Prevailing Claimant Records Through
Automated Data Processing System (ADPS)**

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A

Background

Notice FLP-104 informed State Offices that an ADPS Civil Rights database was being developed to identify claimants who were awarded priority consideration for farm loan assistance under the Consent Decree. The database is now operational and must be used by FLP approval officials to determine if an applicant is entitled to priority consideration for an operating loan, a farm ownership loan, and the lease or purchase of an FSA inventory property.

B

Purpose

This notice provides guidance to State and County Offices about updating claimant records through ADPS.

C

Contact

Direct any questions about this notice to Ann Smith, LMD, at 202-720-1656.

Disposal Date

September 1, 2001

Distribution

State Offices; State Offices relay to County
Offices

2 Action

A

Accessing ADPS Civil Rights Database

The ADPS Civil Rights database is accessible through Option 7, “**Other Inquiry**” on the ADPS Screen. Records may be viewed by National, State, and County Office employees with active ADPS ID’s. However, only employees with obligation authority are authorized to update claimant records. Subparagraph C identifies fields that must be updated. Refer to ADPS manual, Chapter 22 for instructions.

B

Adding Claimant Records to ADPS Civil Rights Database

LMD will continue to be responsible for adding claimant records to the database. Additionally, select LMD employees have the capability to update all fields in the claimant records.

C

Updating Claimant Records Through ADPS Civil Rights Database

Maintenance of the database is mandatory. Claimant records **must** be updated to prevent FSA from inadvertently providing priority consideration for any one type of assistance more than once.

The following actions will be taken once an applicant has been identified as a prevailing claimant.

- County Office will immediately contact State Office upon receipt of written notification of applicant’s intent to exercise right to priority consideration.
 - State Office will enter into the claimant’s record the date priority consideration was requested and the geographical office code where the request was submitted.
 - County Office will immediately notify State Office when the applicant has submitted a complete application.
 - State Office will enter the date of completed application into the claimant’s record.
-

Continued on the next page

2 Action (Continued)

C

**Updating
Claimant
Records Through
ADPS Civil
Rights Database
(Continued)**

- County Office will immediately notify State Office of favorable or adverse decision for the request.
 - State Office will enter date of favorable or adverse decision in the claimant's record.
 - County Office will immediately notify State Office if the applicant appeals the adverse decision.
 - State Office will select the (Y) indicator and enter the date of the appeal decision into the claimant's record.
 - County Office will immediately provide State Office with the amount and closing date of the loan or lease/purchase request.
 - State Office will enter the date of closing and assistance amount into the claimant's record.
-